



Changing life stories

Job description

Job title:	Corporate Partnerships Executive
Salary:	£31,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Development
Reports to:	Head of Partnerships
Direct/indirect reports:	None

Our mission

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions. Underpinning all of our work is our commitment to becoming a more diverse and inclusive charity, better at listening to and working in partnership with communities.

Purpose of role

The growth of the National Literacy Trust in the past decade has been driven by corporate partnerships. They have directly funded and resourced our work, provided support in kind as well as access to creative assets and volunteers, and been advocates for our work. Our funders and partners include well-known brands such as McDonald's, WHSmith and The Premier League, and large multinationals such as Lancôme, KPMG and Amazon.

This role will build on the success of these relationships, managing a portfolio of small to medium corporate partnerships across a range of sectors. We have enjoyed significant growth and success through long-term partnerships that are vital to our sustainability and have a very high-profile within the National Literacy Trust. This is a key role within the organisation for delivering this area of activity, providing a high level of stewardship to grow and develop existing relationships and secure income to support our work. You will also provide administrative support across the department as required.

Key contacts

Senior management team, the development team, other departments including communications, finance and programme delivery, suppliers, donors and supporters at all levels.

Outline of responsibilities

- Lead on the management and development of assigned small to medium sized partnerships, including meeting agreed income targets, ensuring funders are kept up to date on the use of their donation and the work of the charity, and working closely with the programmes team to ensure key milestones for restricted funding are met.
- Work closely with our Corporate Partnerships Managers and Head of Partnerships to support the management and development of larger corporate partnerships.
- Research, write and present funding bids, proposals and documentation.
- Ensure that due diligence is carried out as required.
- Help support work to recruit new corporate partners and develop existing relationships by working with the team to conduct market and prospect research.
- Attend and support at external partner meetings and events.
- Contribute to budget setting, forecasting and regular reporting, in collaboration with colleagues.
- Regularly update Salesforce with details of all partnership activity related to assigned corporate partnerships.
- Provide support for invoicing and other key processes across the fundraising team.
- Support fundraising events as needed.
- Support and help organise team meetings and events.

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<ul style="list-style-type: none">• Understanding of corporate social responsibility and corporate partnerships/sponsorship• Experience of successfully managing relationships with clients and/or donors, including meeting income targets• Strong attention to detail, with excellent written and spoken communication skills	<ul style="list-style-type: none">• Knowledge of related charity law and fundraising regulations• Understanding of current UK education/literacy policy and practice• Strong financial management and administration skills• Experience of handling sensitive/confidential information

<ul style="list-style-type: none"> • Experience of working to multiple deadlines in a dynamic environment • Logical and well organised, with the ability to problem solve and work independently • Motivated, proactive and able to think outside the box in unplanned situations • Team player, adaptable in situations of frequent priority and focus change • Strong IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases 	<ul style="list-style-type: none"> • Experience of using a CRM database (ideally Salesforce)
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Summary of terms

Location:	You will be based at our office at 68 South Lambeth Road, London SW8 1RL, but able to work from home around the requirements of your role, in line with our working from home policy.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require regular national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.